



POSITION RECRUITMENT

Department _____ Date: _____

Regular FT _____ Limited Part-time _____ Temp/Seasonal _____

Position Title _____ Exempt _____ Non-Exempt _____

Budgeted salary: \$ _____ Grade _____

Note: Union represented positions may require a seven day "IN-HOUSE" employment opportunity posting for qualified regular full-time city employees.)

Recommended sources:

- | | | | | |
|--|--|------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Jobs available | <input type="checkbox"/> DVT | <input type="checkbox"/> Spectrum | <input type="checkbox"/> CareerBuilder | <input type="checkbox"/> UNLV – ASU |
| <input type="checkbox"/> LV RJ | <input type="checkbox"/> Government Jobs | <input type="checkbox"/> URISA.org | <input type="checkbox"/> In-House | |
| <input type="checkbox"/> MesquiteLocal.com | | | | |

Other recommended sources:

Your recommended date to begin accepting applications: _____

Your recommended date to close job posting: _____

Your recommendation for potential application screening panelists:

Your recommendation for potential oral interview panelists:

Desired start work date: _____

What budget account number do we charge advertising costs to? _____

Department Contact/Hiring Official: _____

Signed: _____ Department Head Date: _____

Authorized: _____ City Manager Date: _____
(City Manager's signature not required for limited part-time, temporary or seasonal employment.)

PERSONNEL USE ONLY

Comments: _____
